

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER:	HR- 0029	ISSUE DATE:	April 20, 2016
TITLE:	Program Specialist 2 Regulatory Programs	CLOSING DATE:	May 4, 2016
DIVISION / UNIT:	Division of Fire Safety, (NFIRS) Fire Incident Unit	SALARY RANGE:	P21 \$51,529.95 - \$72,953.46
LOCATION:	101 South Broad Street Trenton, NJ		
POSITIONS:	1	DISTRIBUTION:	DEPARTMENT

DESCRIPTION OF MAJOR DUTIES:
Under the supervision of a Program Specialist 4, Regulatory Programs, or other supervisory official in a State department or agency, takes the lead over professional and/or technical staff engaged in program activities; performs professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of regulatory programs designed to ensure public safety, health and welfare, and/or to protect the environment; does related work as required.

REQUIREMENTS:
EDUCATION: Graduation from an accredited college or university with a Bachelor’s degree.

EXPERIENCE:
Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating regulatory programs designed to ensure public safety, health and welfare, or to protect the environment.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.
NOTE: A Master’s degree from an accredited college or university in Public or Business Administration, one of the social sciences or other discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE :
Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

 X A promotable eligible exist within the unit scope.
 A promotional or open competitive list exists.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0029
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to:
resume1@dca.nj.gov

Interviews are granted on the basis of the resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer